

INTRODUCTION

PURPOSE

The Department of Commerce's Departmental Management's Advances and Reimbursements (A&R) account provides a centralized collection source for special services, tasks or costs, and reimbursable agreements. This handbook is intended to provide the reader with a thorough understanding of activities and programs funded through the A&R account, a description of the service provided, and the basis of charge. The A&R Handbook was first published and distributed in FY 2001.

The FY 2005 Handbook has been updated as necessary to include current descriptions and the basis of charges for each project. All billing algorithms were reviewed and adjusted as needed to assure an equitable distribution of costs for FY 2005 projects.

This handbook fulfills our commitment to provide annually a detailed description of all projects, programs, and activities funded through the A&R account.

ONGOING INITIATIVES

The A&R Handbook for FY 2003 included a proposed realignment of Departmental Accounts. The FY 2004 Budget Submission included a requested transfer from Advances & Reimbursements to Salaries and Expenses for White House Liaison, and the Government Performance and Results Act (GPRA) projects. Thus, neither the realignment or the transfer were approved by Congress. The A&R projects included in the realignment and transfer request remain in A&R.